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OKM 7

DCI/IC-74-276

26 JUL 1974

MEMORANDUM FOR: IC Staff Personnel

SUBJECT : Personnel Outlook

1. Fiscal Year 1975 presents new tasks to the Staff based upon our past year's work experience and the talents we have acquired. We have more to do, and we must begin to prioritize the work. In general, we are relating better to the Community and can expect more demands on our time. We have a commitment to the Director to keep our Staff balanced and small, while optimizing responsiveness to his objectives for us.

2. At November's planning conference, decisions were made to reorder our position mix to reflect our forecast of priorities and the desirable military/civilian mix. Totals were set at 70 staff positions and 13 contract positions as opposed to 80 staff and 9 contract for FY 1974. We agreed to work toward reducing further if the workload permitted. The Director approved these totals. (I have recommended no further reduction of personnel in FY 76, but have proposed modest increases for external research and travel.)

3. I have now directed the Executive Officer to treat our IC Table of Organization as one total office and assigned her the responsibility for its oversight. Divisions are expected to recruit, as appropriate, working with the Executive Officer. All final decisions on recruitment will be made by AD/DCI/IC and the D/DCI/IC.

4. The formalized Table of Organization and Staffing Plan is in operation. It is being managed in a dynamic fashion by the Executive Officer so that while individuals may be assigned to specific slots, flexibility in their use to address critical issues is retained.

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5. For the tasks of support to the USIB and IRAC and special office efforts, e.g., PFIAB, EXCOM, ISMS, KIQ/KEP, etc., assignments will fall as appropriate upon specific Division or Staff Chiefs. Groups will be formed without regard to T/O placement to provide optimum talent for the work. This means that crossing normal administrative and organizational lines will be more the rule than the exception. This action to operate our Staff as one office is essential to our responsiveness, and the actual utilization of personnel assets will be a decision of the D/DCI/IC and will change from time-to-time depending on Staff requirements. All proposals for personnel action will continue to clear with the Executive Officer/ICS on their way to final approval. Consultation is encouraged.

6. As of 1 August 1974, the following assignments are effective:

a. [] from MPRRD to CPAD as Deputy Chief.

b. [] CPAD, will assume the responsibilities of Action Officer for the Special Navy Program and Ocean Surveillance matters.

c. [] will fulfill the duties of the ICS KIQ/KEP Action Officer and report to the Coordination Staff Director. He will retain his present office space.

d. [] will assume the responsibilities of the Chief, Topical Branch, PRD.

e. [] who will report to ICS on 13 September, will be slotted in the Planning Branch of MPRRD and will focus on military HUMINT and be available to assist Mr. Giesecke and Mr. Munn in HUMINT assessment.

f. [] will report to ICS in September and will be assigned to the CS/S.

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AT g. [] will report to ICS in August and will be
assigned to the Topical Branch of PRD.

AT h. [] will report to ICS 19 August and will assume
the responsibilities of the Executive Officer.

AT i. [] CPAD, will continue as Action Officer for
AT the [] Program and as Secretary to the R&D
Council.

AT j. [] MPRRD, will be responsible for direct
support to both [] in their Special
Program roles.

7. All vacant position slots are frozen until further notice.

8. Division Chiefs may work with the Executive Officer to
determine their individual position and staffing patterns. []

[]
Daniel O. Graham
Lieutenant General, USA
D/DCI/IC